

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB OPPORTUNITY
OFFICE ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Bureau of Financial and Support Services, Agency Support Services Division, Harwinton, CT

Position#: 100194

Type of Position: Full-Time, Permanent

Annual Salary: \$37,429. (CL13-Step1)

Closing Date: 12/16/11

Eligibility Requirement:

Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Description of Duties:

- Compose and type memo's, letter's, various departmental forms including purchase requests, accident forms, postage and field deposits slips. Independently design forms and business cards;
- Answer phones/greet visitors. Provide information regarding departmental services;
- Provide clerical support to Parks, Law enforcement, Fisheries and Forestry personnel; refer complaints, schedule insurance, financial planning services and training requirements to all divisions;
- Process and review for accuracy incoming departmental paperwork and check for compliance with departmental procedures;
- Maintain and update various files, compile data and prepare various reports including district wide vehicle and equipment repairs;
- Process petty cash requests, prepare and make bank transactions;
- Provide information and class schedules on boating programs; process applications and accept payment for boating licenses;
- Provide information and make reservations for Youth Group and backpack camping permits;
- Sale of hunting, fishing, and trapping licenses, sell seasonal park passes; distribute Charter Oak passes and other seasonal recreational fishing type passes;
- Independently assess office supply inventory; order, receive and verify shipments, distribute inventory; online ordering of supplies for west district Parks and Support Services;
- Order petroleum products for various disciplines; maintain fuel station logbook for information/repairs/ problems;
- Provide assistance with operation and maintenance of office equipment, order equipment supplies; prepare monthly copier usage reports for district.

Knowledge, Skills and Abilities:

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; good interpersonal skills; good oral and written communication skills; skill in performing arithmetical computations; ability to perform a full range of clerical tasks; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to schedule and prioritize workflow; ability to read and interpret complex instructions. Experience and/or training in Word, Excel, Access and PowerPoint preferred.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (current State employees must provide a copy of his/her last two performance appraisals), resume and a CT-HR-12 Application including the position#. To:

Department of Energy and Environmental Protection
Human Resources Division
79 Elm Street
Hartford, CT 06106-5127
Attn: Angella Levy
Telephone: (860) 424-3006
Fax: (860) 424-3896

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